

# **TABLE OF CONTENTS**

---

## **INTRODUCTION**

**Command Instructions**

**How to Use This Guidebook**

**Officer Career Development Guidebook Feedback Form**

## **Chapter 1 WHAT IS AN OFFICER?** 1-1

**What is an Officer?** 1-3

**Career Planning Concepts** 1-4

**Career Map** 1-6

## **Chapter 2 LEADERSHIP** 2-1

**Introduction** 2-3

**Values** 2-5

**Leadership Program Core Elements** 2-6

**Mentoring** 2-11

**Ethics** 2-16

**Interpersonal Relationships** 2-18

## **Chapter 3 OFFICER STATUS** 3-1

**Categories of Commissioned Officers** 3-3

**Officer Accessions Programs** 3-5

**Precommissioning Programs** 3-13

**Chief Warrant Officer Appointment Process** 3-16

**Reserve Chief Warrant Officer Appointment Process** 3-18

**Chief Warrant Officer to Lieutenant Program** 3-20

**Chief Warrant Officer to LTJG (OCS)** 3-22

**Promotion Lists** 3-23

**Extensions** 3-25

**Integration** 3-26

## **TABLE OF CONTENTS**

---

<b><u>Chapter 4 OFFICER CAREER PATHS</u></b>	<b>4-1</b>
<b>Occupations</b>	<b>4-3</b>
<b>Aviation</b>	<b>4-8</b>
<b>Command, Control, Communications and Computers (C4)</b>	<b>4-12</b>
<b>Computer Information Systems Management</b>	<b>4-13</b>
<b>Electrical Engineering</b>	<b>4-14</b>
<b>Telecommunications Management</b>	<b>4-15</b>
<b>Engineering Logistics</b>	<b>4-16</b>
<b>Civil Engineering</b>	<b>4-18</b>
<b>Naval Engineering</b>	<b>4-20</b>
<b>Financial Resource Management</b>	<b>4-22</b>
<b>Human Resource Management</b>	<b>4-23</b>
<b>Health Services</b>	<b>4-25</b>
<b>Legal</b>	<b>4-26</b>
<b>Marine Safety</b>	<b>4-30</b>
<b>Operations</b>	<b>4-34</b>
<b>Operations Afloat</b>	<b>4-36</b>
<b>Operations Ashore</b>	<b>4-40</b>
<b>Operations Intelligence</b>	<b>4-43</b>
<b>Operations Law Enforcement</b>	<b>4-44</b>
<b>Reserve Program Management</b>	<b>4-47</b>
<b>Selected Reserve Officers</b>	<b>4-48</b>
 <b><u>Chapter 5 ASSIGNMENTS</u></b>	 <b>5-1</b>
<b>ADPL Assignments</b>	<b>5-3</b>
<b>Needs of the Service</b>	<b>5-4</b>
<b>Personal Needs</b>	<b>5-6</b>
<b>Tour Length</b>	<b>5-8</b>
<b>Collocation</b>	<b>5-10</b>
<b>Career Factors</b>	<b>5-11</b>
<b>Communicating with Your Assignment Officer</b>	<b>5-12</b>
<b>Chief Warrant Officer Assignment Process</b>	<b>5-18</b>
<b>IDPL Assignments to be developed and promulgated in early 1999 upon completion of current Commandant-chartered QAT reviewing the Reserve officer management system)</b>	

---

## **TABLE OF CONTENTS**

---

<b><u>Chapter 6</u></b>	<b><u>PROFESSIONAL DEVELOPMENT</u></b>	<b>6-1</b>
Training and Education		6-3
Short-Term Training		6-4
Advanced Education Program		6-5
Senior Service Schools		6-9
Off-Duty Education		6-10
Record of Professional Development (CG-4082)		6-12
Advanced Education Program Managers		6-13
<b><u>Chapter 7</u></b>	<b><u>OFFICER EVALUATION SYSTEM</u></b>	<b>7-1</b>
Officer Evaluation System (OES)		7-3
Officer Evaluation Report (OER) Rating Chain		7-4
Responsibilities		7-5
Quality OERs		7-9
Additional Information and Appealing OERs		7-11
Officer Support Form (OSF)		7-13
OER Submission		7-14
Flowcharts		7-15
ADPL OERs		
Annual   Semiannual Submission		7-15
Detachment of Reported-On Officer		7-16
Detachment or Change of Reporting Officer		7-16
Promotion of Reported-On Officer		7-17
Duty Under Instruction		7-18
Continuity Purposes		7-18
Ready Reserve OERs		7-19
Annual-Biennial Submission		7-19
Detachment of Reported-On Officer		7-20
Detachment or Change of Reporting Officer		7-20
Promotion of Reported-On Officer		7-21
Continuity Purposes		7-22
IDPL OERs		7-23
Ready Reserve Officers on Active Duty Supplemental Work (ADSW) Reserve or Active Component (RC or AC)		7-23

---

## **TABLE OF CONTENTS**

---

<b><u>Chapter 8</u></b>	<b><u>PROMOTIONS</u></b>	<b>8-1</b>
ADPL Officer Promotion System		8-3
Selection Boards		8-7
Chief Warrant Officer Promotion System		8-12
IDPL Officer Promotion System		8-14
Selection Boards		8-17
Chief Warrant Officer Promotions		8-22
<b><u>Chapter 9</u></b>	<b><u>LEAVING THE SERVICE</u></b>	<b>9-1</b>
Leaving the Service		9-3
Resources		9-5
Individual Transition Plan		9-6
Employment Assistance		9-9
Education		9-11
The Ready Reserve		9-12
Medical and Dental Benefits		9-13
Separations		
Voluntary		9-15
Involuntary		9-16
Retirement		9-18
Voluntary		9-19
Reserve		9-20
Physical Disability		9-22
Check-List		9-25
Travel		9-27
Post-Retirement Employment Restrictions		9-28